ARMY MEDICINE
Serving To Heal...Honored To Serve

Organizational Inspection Program (OIP)

Defense Medical Human Resource System internet, DMHRSi

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UNCLASSIFIED

PURPOSE

This presentation is designed to instruct participants on the Army MEPRS Program Office (AMPO) Organizational Inspection Program (OIP) Checklist

BRIEFING OUTLINE

OBJECTIVE: At the end of this session, participants will be able to obtain the highest score on the OIP by understanding the requirements

1. MEPRS and DMIS ID Codes on the DMHRSi Task List and the EASIV ASD
2. MEPRS and DMIS ID Codes on the DMHRSi Task List and CHCS MEPRS
3. DMHRSi DoD EAS Create File vs. credentialed provider man-hours reported

PURPOSE OF THE OIP

- The Resource Management MEPRS Checklist is used to

inspect the MTF's Resource Management MEPRS Program.

- The checklist addresses DOD, DFAS, DA, MEDCOM,

Resource Management, and MEPRS Policies and Procedures

and assesses potential operational problems.

- This OIP Checklist version dated 20 December

AMPO OIP

ADMINISTRATIVE DATA

- **MTF Name:**
- **Commander:**
- **Resource Manager and Phone Number:**
- **MTF MEPRS Analyst and Phone Number:**
- **Date of OIP:**

AMPO EVALUATOR

- **Name of AMPO Evaluator:**

- **Commercial/DSN:**

SCORING METHODOLOGY

- **Each question has a “Total Point Value” of 2 points.**
- **Each question that scores a point value of 1 or 0 points must be addressed in the Summary Report under Findings / Observations.**
- **Areas which are not assessed during the OIP will be identified by N/A and receive no points.**

SCORING METHODOLOGY cont:

- **Areas assessed with an N/A will not be included in the total number of questions.**
- **This checklist includes 109 questions. The maximum point value for this OIP checklist is 218 points.**

SCORING METHODOLOGY cont:

 # Possible Questions =

 # Questions Evaluated =

 # Questions not Evaluated (n/a) =

 # Questions Evaluated and scored less than 2 =

Possible Total score =
Actual score =
Percentage score =

MEPRS FILE AND TABLE MAINTENANCE REVIEW

DMHRSi OFFICE WITHIN MEPRS:

- Have the MEPRS and DMIS ID Codes on the DMHRSi Task List and the EASIV ASD MEPRS Code Table been reconciled for the current Fiscal Year to ensure that both systems report the same workcenter/cost center by MEPRS and DMIS ID code?

❖ **Observations: *There were no anomalies between the tables* (File copy onsite)**

❖ **Observations: EBDA active EASIV only-deactivated in DMHRSi to submit request for deactivation of EBDA to AMPO analyst.**

- **Note: Site should maintain a file copy of this reconciliation and changes so that it is available during the OIP Inspection.**

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

- Have the MEPRS and DMIS ID Codes on the DMHRSi Task List and CHCS MEPRS Site Definable Table been reconciled for the current Fiscal Year to ensure that both systems report the same work center by MEPRS and DMIS ID Code.

❖ **Observations: *There were no anomalies between the tables* (File copy onsite, gmy)**

❖ **Observations: Inactivation to be made in CHCS are: 1844/CBAE, 1842/CAAP, 0064/DGAE, 0064/FBNA, 0064/BFFA MEPRS staff will notify DBA and research and inactivate if necessary.**

- **Note: Site should maintain a file copy of this reconciliation and changes so that it is available during the OIP Inspection.**

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

Prior to creating the final DMHRSi DoD EAS Create File, do the MEPRS personnel who work in the DMHRSi office compare and validate that there are credentialed provider man-hours reported accurately by MEPRS and DMIS ID code in DMHRSi?

- **Observations: *Monthly review required before transmitting MEPRS Data (File copy onsite)***

- **Observations: Review performed monthly.**

Note: On a monthly basis, site should compare DMHRSi EASIV Summary View

Report to the CHCS Monthly Statistical Report by credentialed provider name.

A file copy of this reconciliation and corrections made in DMHRSi should be

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

Has the Site documented changes to the DMHRSi Task List and
filed a copy in their current DMHRSi Electronic FY folder which
provides an audit trail of changes made each month?

❖***Observations: File copy onsite***

Note: Retain an electronic file copy of DMHRSi Task List
changes to provide an audit trail so that MEPRS staff will be
able to research historical information to verify when changes

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

Has the MEPRS Office performed an annual review or as changes are made throughout the Fiscal Year to ensure ONLY 4th level MEPRS Codes are chargeable, and that the MEPRS/FCC in the Task Name matches the MEPRS/FCC in the Task Details?

- ***Observations: Reviewed at beginning of FY12, prior to FY DMHRSi project number approval***
- ***Observations: Master Assigned Personnel Roster***
- ***Observations: Current review performed 11May11***

Hint: DMHRSi allows data entry at the 3rd level MEPRS Code which creates problems with EASIV processing. All invalid 3rd level MEPRS

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

In order to retain an audit trail of personnel source information used

in the EASIV Financial Reconciliation and used to create the EASi

Personnel Pure Report, does the DMHRSi MEPRS office maintain

an electronic monthly folder for the final copies of the DMHRSi

EASIV Assigned Personnel, DMHRSi EASIV Summary View, and

DOD EAS Create File?

❖***Observations: File copy onsite.***

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

With the Exception of Housekeeping Contract personnel and any
exceptions approved by AMPO, are all contract personnel for all skill
types reported 'by name' in DMHRSi, and are not maintained in
DMHRSi with a generic or dummy personnel record name?

❖ **(N/A) POINTS**

**Note: If AMPO has granted an exception to reporting a
contractor by name in DMHRSi, a copy of the exception and**

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

Are there any MEPRS codes and/or DMIS ID combinations in DMHRSi that are not in the EASIV MEPRS ASD table for the current fiscal year?

❖**Observations: File copy on site.**

Note: Provide a printed copy of the EASIV Data Audit Report for DMHRSi and Include All Values; i.e., ECUs, Adjustments, etc. for the last fiscal month transmitted in the current fiscal year. Does the EASIV Data Audit Report for DMHRSi show

MEPRS FILE AND TABLE MAINTENANCE REVIEW cont:

Are there any manual adjustments made by MEPRs personnel to adjust FTEs from one MEPRS code and DMIS ID code to another MEPRS code and DMIS ID code? If so, provide explanation of why FTEs are being manually adjusted in EASIV by MEPRS staff.

- **Observations: MTF personnel identified this occurred once, was corrected in the source system. (File copy on site)**

- ***Observations: March data contained salary expense without hours, verified hours reversed authorized by AMPO analyst Catherine Soto to delete these salary expenses. Documentation noted in adjustment tab of Financial Reconciliation.***

RECONCILIATION PROCEDURES and MONTHLY SUSPENSE REVIEW:

Section 3, z.

Are DCPS man-hours and payroll reconciled to the DMHRSi personnel
source system; i.e., DMHRSi every pay period?

❖**Observations: Yes**

- **If not, please explain in Findings and Observations below.**

MEPRS STAFF AND DATA QUALITY.

Section 4

c. Is documentation of the DMHRSi training content available for review during the OIP?

- **Observations: File copy on site**

d. Is formal training on accurate man-hour reporting in DMHRSi provided at least Monthly, and is documentation, such as sign-in sheets available for review during the OIP?

- **Observations: sign in sheets file copy on site**

- **Observations: As of May 11 the MTF implemented the use of the DMHRSi training module to document training**

MEPRS STAFF AND DATA QUALITY cont:

Section 4

e. What is the most significant Data Quality problem encountered by local MEPRS Analyst each month?

❖ ***Observations: DMHRSi reporting (personnel submitting their timecards)***

Note: Has the MEPRS Analyst taken steps to notify local MTF

leadership of DQ problem?

Comment: Was corrective action taken by the MTF? Provide details of

correction action in Findings and Observations below, and discussion of

improvement which is measurable.

AMPO OIP Section 4

MEPRS STAFF AND DATA QUALITY cont:

Section 4

f. Has the MTF MEPRS Analyst performed an analysis of FTE data for the purpose of improving man-hour reporting?

❖ **Observations: Monthly**

Note: If so, what analysis was performed, and who in the MTF received the results of The analysis? Were improvements or a decision made at the MTF as a result of the analysis? Is a copy of the analysis available or review during the OIP?

Please provide brief explanation in Findings and Observations with a copy of the analysis.

❖ **Observation: EAS Summary View, Timecard compliance, was**

MEPRS SYSTEMS ISSUES:

Section 5

a. Has the MEPRS office requested a trouble ticket for software problems or EASIV, DMHRSi, CHCS, WMSN-A, and EASIV BOXi Repository?

❖ **Observations: Yes when necessary**

AMPO OIP Section 6

MEPRS PERSONNEL FEEDBACK SECTION 6:

a. Are there any MTF internal problems which delay monthly DMHRSi processing? **"NO"**

b. Are there any MTF internal problems which delay monthly MEPRS transmissions? **"NO"**

c. Estimate the percentage of accuracy of the following reports:

(1) Monthly man-hour data on final DMHRSi reports: **95%**

(2) EASIV reports and transmissions: **95%**

Note: Provide discussion and/or comments for this Section in the

Findings and Observations below. Provide comments on corrective

action taken by MEPRS office to improve known deficiencies in

Findings and Observations below

MEPRS PERSONNEL FEEDBACK SECTION 6 cont:

d. List two work centers which consistently misreport or are delinquent in reporting their monthly man hours:

- **Observations: N/A**
- **Observations: SRP Site and Family Medicine (per MTF MEPRS Staff)**

e. List two work centers which consistently misreport or are delinquent in reporting their monthly workload:

- **Observations: APV , Behavioral Health**

MEPRS PERSONNEL FEEDBACK SECTION 6 cont:

f. What steps have been taken to notify local MTF leadership of work centers which have known problems with reporting accurate man-hours or workload?

- **Observations: Emails sent to clinic Administrators and Chiefs of affected Departments.**

- **Observations: MTF MEPRS Office provides training to staff in a continuous bases and track non-compliance by sending reminders to administrators and timekeepers.**

AMPO OIP SCORING

SCORING METHODOLOGY

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- This checklist includes 109 questions. The maximum point value for this OIP checklist is 218 points.

Possible Scoring

 # Possible Questions = 109
 # Questions Evaluated = 98
 # Questions not Evaluated (n/a) = 8
 # Questions Evaluated and scored less than 2 = 3
Possible Total score = 206
Actual score = 196
Percentage score = 95%

AMPO OIP References

REFERENCES

1) The Army MEPRS Program Office (AMPO) website for Army unique guidance and training material is available at:
https://www.us.army.mil/suite/folder/17344887

2) **The MEPRS Information Portal website for Tri-Service guidance and training is available at:**
http://www.meprs.info/. The MEPRS Information Portal provides a link to the most recent DoD 6010.13-M, MEPRS Manual, MEWACS Outliers and anomalies, training opportunities, Six Sigma Metrics, and more.

AMPO OIP References

REFERENCES cont:

3) DFAS Manual 37-100: **http://www.asafm.army.mil/secretariat/document/dfas37-100/dfas37-100.asp**

- **4) Tricare Management Activity:** **http://tricare.mil/**
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5) The RITPO website has been replaced by a DHSS website. The DHSS website containing EAS IV download information has been relocated to the URL below. Once you access the site, follow the message at

- the ***top right of the screen to go to the legacy site***. The EAS IV download information is contained in the usual format under "cost accounting"**.** **https://rieweb.csd.disa.mil/skins/rie/display.aspx**

Questions

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